

**APPENDIX 17
ROUNDING GUIDELINES**

The following chart illustrates the rules of rounding and gives the appropriate billing unit for all services except chemotherapy management and electroconvulsive therapy:

| <u>Time (in Minutes)</u> | <u>Unit(s) Billed</u> |
|--------------------------|-----------------------|
| 1 - 6 | .1 |
| 7 - 12 | .2 |
| 13 - 18 | .3 |
| 19 - 24 | .4 |
| 25 - 30 | .5 |
| 31 - 36 | .6 |
| 37 - 42 | .7 |
| 43 - 48 | .8 |
| 49 - 54 | .9 |
| 55 - 60 | 1.0 |
| etc. | |

The following chart illustrates the rules of rounding and gives the appropriate billing unit for chemotherapy management:

| <u>Time (in Minutes)</u> | <u>Unit(s) Billed</u> |
|--------------------------|-----------------------|
| 1 - 3 | 0.2 |
| 4 - 6 | 0.4 |
| 7 - 9 | 0.6 |
| 10 - 12 | 0.8 |
| 13 - 15 | 1.0 |
| 16 - 18 | 1.2 |
| 19 - 21 | 1.4 |
| 22 - 24 | 1.6 |
| 25 - 27 | 1.8 |
| 28 - 30 | 2.0 |
| etc. | |